Aged Outstanding Payroll Checks are checks that remain unclaimed for more than one year. OSUP runs the Aged Outstanding Payroll Checks report in March of each year and provides a list of outstanding checks to each agency. The checks listed on this report are dated through December 31 of the previous year that have not been paid as of February 28 of the current year. The following procedures should be followed to report the status of each check listed on the report to OSUP. Any checks listed with a date of June 30 of the previous year or prior that remain unclaimed will be remitted to the State Treasurer's Office Unclaimed Property Division in October of the current year.

By June 30, each year, each agency must:

1. Make a reasonable effort to locate as many employees having outstanding amounts over $50.00 as possible. It should be noted that the State Treasurer's Office is not required to publish notice of any items which are less than $50.00, and agencies are **NOT REQUIRED** to clear these checks.

    a. If the payee finds the check, request that he/she deposit it with his/her financial institution or negotiate with JPMorgan Chase (bank on which the check is drawn) immediately.

    b. If the payee cannot find the check, a stop pay request and a Replacement or Reversal request will be required. Refer to the OSUP stop pay, reversal, and replacement procedures http://www.doa.louisiana.gov/OSUP/osup_Procedures.htm. Forms can also be accessed at http://www.doa.louisiana.gov/OSUP/osup_forms.htm.

    c. If the payee cannot be located after reasonable effort by the agency, **retain the unclaimed check(s) with the agency's copy of the report**. Any checks that have remained unclaimed by the employee for more than one (1) year are presumed abandoned and will be remitted to the State Treasurer's Office Unclaimed Property Division. Per R.S. 9:173, the retention schedule for unclaimed checks shall be ten years after the filing date. For more information on retention schedules, contact a State Archives representative.

2. Indicate in the Status Code column on the report the status of each check by using the following codes:

    Code A = Payee has the check and will negotiate it promptly.

    Code B = Payee has misplaced the check; a stop pay request and replacement or reversal request will be submitted to OSUP.

    Code C = Payee cannot be located after reasonable effort by the agency.

    Code D = Status of check fits none of the above. State the reason on the report.

3.   Submit one copy of the completed Aged Outstanding Payroll Checks Report and signed Certification of Aged Outstanding Payroll Checks Form (OSUP/F25) for each agency to OSUP before the established deadline. **NOTE:** Letter of Certification must be signed by the department head.

4.   Retain one copy for agency use.

DO NOT forward aged checks issued to employees who are unable to be located to OSUP.

Checks issued to employees in error should be voided (reversed) per the Reverse Employee Check/EFT procedures, which can be found on the Procedures page of OSUP's website.